

PROPOSED SCHEME OF DELEGATION

This scheme of delegation is taken from the guidance provided by SLCC and NALC and lists the activities that can be delegated by the Parish Council to the Clerk to ensure the efficient running of the Council and supplements existing delegated powers set out in the councils Financial Regulations:

4. Budgetary Control and Authority to Spend (4.1 & 4.5)
5. Banking Arrangements and Authorisation of Payments (5.5)
7. Payment of Salaries (7.2)

The scheme of delegation will then be reviewed no less than annually at the Annual Meeting of the Parish Council in May, or at other times as may be required.

- The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972.
- The Clerk should monitor and be responsible for all incoming and outgoing council correspondence.
- The Parish Clerk may deal with to correspondence if the matter is deemed to be urgent and require a response before the next meeting, or where the views of the Parish Council are known following previous discussion/resolution.
- The Clerk shall manage all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action excluding termination of employment under agreed procedures.
- The Clerk may manage all contractors on a day to day basis following the award of any contract. Any changes/variations shall only be instructed, following discussion with at least 2 members of the council and be reported to the next meeting of the Council.
- The Clerk shall manage all volunteers.
- The Clerk shall make arrangements to pay salaries and wages to all employees of the council. (subject to the council's financial regulations)

- The Clerk may pay contractors and suppliers upon the presentation of an invoice, where the Parish Council has agreed previously to award the contract or purchase an item. This will then be reported at the next meeting.
- The Clerk may in cases of extreme risk to the delivery of council services, authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes, repair, replacement or other work, whether or not there is budgetary provision for the expenditure, subject to a limit of £250. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- The Clerk shall book training courses as they become available and arrange to payment, within the allocated budget for the financial year.
- The Clerk shall in the first instance, handle and acknowledge all complaints regarding the council. (except where the complaint relates to the clerk)
- The Clerk shall arrange and call meetings of the council, in consultation with the Chair/Vice Chair.
- The Clerk shall carry out and implement any council decision.
- The Clerk may liaise with community groups and organisations to support their activities. Where a request to use Parish Council land is received this will be discussed with at least 2 members of the council and be reported to the next meeting of the Council. Where a request for financial support is received this will be added to the next available agenda for resolution.
- The Clerk shall, in the first instance, handle all requests for information under the Freedom of Information Act 2000.
- The Clerk shall act as the Burial Authority, process applications and arrangements for the burial of the dead, applications to erect new memorials and additional inscriptions in accordance with Cemetery Regulations. All applications and decisions will then be reported at the next meeting of the council.

- The Clerk shall respond to minor planning application consultations received from the planning authority after consultation with all Councillors. The Clerk will circulate, by email, all links to planning applications, to Councillors who should return their comments in a timely manner to the Clerk for determination of the council's response within the prescribed consultation period. Delegated decisions will be reported to, and recorded in the minutes, of the next council meeting. In respect of controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter.
- The Clerk shall report all highway/street cleansing matters to the relevant council authority for action. All reported issues will be reported to the next meeting of the council.
- The Clerk shall be enabled to discuss with other organisations and principal councils any actions as may be required by any local or national emergency which will protect the safety, health and wellbeing of the resident of the parish.